



DEPARTMENT OF THE NAVY  
NAVY ENVIRONMENTAL HEALTH CENTER  
2510 WALMER AVENUE  
NORFOLK, VIRGINIA 23513-2617

NAVENVIRHLTHCENINST 12752.1E

AS  
01 MAR 2001

NAVENVIRHLTHCEN INSTRUCTION 12752.1E

Subj: DELEGATION OF AUTHORITY TO PROPOSE AND/OR EFFECT ACTIONS  
TO CORRECT DEFICIENCIES IN CONDUCT AND PERFORMANCE  
INVOLVING CIVILIAN EMPLOYEES

Ref: (a) CPI 752  
(b) CPI 432  
(c) HRO Manual, Chapter 752  
(d) HRO Manual, Chapter 432

1. Purpose. To delegate authority to supervisors and managers in proposing and/or effecting disciplinary and other adverse actions against civil service employees of the Navy Environmental Health Center (NAVENVIRHLTHCEN) for misconduct and/or unacceptable performance. This instruction has been revised and should be read in its entirety.
2. Cancellation. NAVENVIRHLTHCENINST 12752.1D
3. Scope. This instruction applies to NAVENVIRHLTHCEN Norfolk, VA.
4. Policy. Reference (a) assigns the head of an activity responsibility for the administration of disciplinary matters involving civilian employees within the command. It also authorizes further delegation of this authority to subordinate supervisors. Reference (b) delegates authority to the Commanding Officer to decide reduction-in-grade and removal based on unacceptable performance and authorizes further delegation within the command.
5. Delegation of Authority. As provided under references (a) and (b), authority is hereby delegated to designated officials of NAVENVIRHLTHCEN as follows:
  - a. Authority to orally admonish employees and to issue letters of reprimand and proposed suspensions of fourteen (14) days or less is delegated to first-line supervisors;
  - b. Authority to effect suspensions of fourteen (14) days or less and to propose removals, reductions-in-grade, and suspensions of more than fourteen (14) days is delegated to the Directors or their equivalents. Authority to separate probationers and employees serving on a trial period is delegated to the Directors or their equivalents;

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c. Authority to effect removals, reduction-in-grade, or suspensions of more than fourteen (14) days is retained by the Commanding Officer;

d. Authority is delegated to Head, Labor and Employee Relations Department, Human Resources Office, Norfolk, to sign the Standard Form 50 (Notification of Personnel Action) to effect disciplinary actions, adverse actions, discharge of student aids, temporary employees, or summer employees.

6. Action. Designated officials in paragraph 4 may take any of the actions delegated to them or subordinate officials and will:

- a. Exercise the authority delegated to them in a fair and equitable manner;
- b. Be guided by the provisions of references (c) and (d) in the discharge of their authority;
- c. Ensure that coordination has been effected with the Executive Officer, Activity Head Designee and the Labor and Employee Relations Department, Human Resources Office, Norfolk, prior to the initiation of any contemplated disciplinary and/or adverse action based on misconduct or unacceptable performance against subordinate civilian employees of NAVENVIRHLTHCEN.



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Distribution: (NAVENVIRHLTHCENINST 5215.2P)  
List V (All NAVENVIRHLTHCEN Personnel)  
HRO Norfolk